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OF THE

School Committee

AND

Regulations

FOR THE

Schools of the Town of Canton.

ADOPTED JUNE 7, 1869.

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WILLIAM BENSE, PRINTER,
No. 8 CONGRESS SQUARE,
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Rules and Regulations.

CHAPTER I. — Organization.

Section 1. At the regular meeting in April, each year, the Board shall elect by ballot for the ensuing year, a Chairman, a Secretary, and a Standing Committee of three members, on Text Books.

Sect. 2. The Town shall be divided into Districts, comprising each one school-house and the pupils who may be designated by the Board to attend the schools therein; and there shall be elected, at the meeting for organization, each year, a Sub-Committee for each School District; and for the purposes of this section the High-School shall be counted as a District.

Sect. 3. The regular meetings of the Board shall be held on the evening of the first Monday of each month, except August; and except, also, that the regular meeting in March shall be held on the *third* Monday; and special meetings may be called whenever they are necessary.

Sect. 4. A majority of the Board shall constitute a quorum; but a less number may vote to send for absent members, to call the roll and record the names of the absentees, and to adjourn.

CHAPTER II. — Chairman.

Sect. 1. The Chairman shall call the Board to order at the hour appointed for meeting, and cause the records of the last meeting to be read as soon as a quorum is present. Business shall proceed in the following order, unless the Board otherwise direct:

1. Unfinished business of preceding meetings.
2. Election of teachers, in the order of the Districts.
3. Reports of Committees and Superintendent.
4. Motions, orders, resolutions, petitions, &c.

SECT. 2. The Chairman shall preserve order in the meetings; and he shall decide all questions of order, subject to an appeal to the Board by any member, which appeal shall be decided forthwith; he may speak on points of order in preference to other members.

SECT. 3. The Chairman *may*, and at the request of two members *shall*, call special meetings of the Board, but not on less than twenty-four hours' notice.

CHAPTER III. — BOARD.

SECT. 1. Motions shall be submitted in writing, if the Chairman or any member of the Board request it.

SECT. 2. The action of the Board on any question may be reconsidered at the same meeting by a majority of the members present; but at a subsequent meeting a majority of the whole Board shall be required.

SECT. 3. Every member present shall vote, unless excused by the Board.

SECT. 4. No rule of the Board or regulation of the Schools shall be suspended, except by the vote of three-fourths of the members present, unless the motion therefor has lain on the table at least one week.

SECT. 5. All bills except teachers' salaries, shall be audited by the Board, and when passed, shall be approved by the Chairman and Secretary.

CHAPTER IV. — DUTIES OF COMMITTEES.

SECT. 1. The Committee on Text Books shall consider every application to introduce a new text-book into the schools, and if favorably impressed therewith, they shall notify the Board

and see that a copy thereof is furnished every member for examination, as a condition of its being considered by the Board. And said Committee shall thoroughly examine such text-book, and report to the Board. Annually, in the month of March, they shall examine the course of studies prescribed for the schools, and recommend to the Board, at the meeting in April, such changes in the text-books, and such improvements in the course of instruction as they may deem expedient. They shall have the exclusive authority to purchase and furnish all stationery, blanks, record-books, and diplomas, all authorized books of reference, globes, maps, charts, and all other articles or conveniences required by the Board, its officers, or the public schools, except as hereinafter otherwise provided. They shall annually contract with one or more responsible persons, to furnish the text-books necessary to carry out the provisions of the General Statutes, chap. xxxviii. sect. 29 and 30, and see that they are fully complied with. They shall prepare and present to the Board, at the regular meeting in March, annually, an accurate account of all expenses incurred in carrying out the provisions of this section, together with such information as will enable the Board to comply with the requirements of General Statutes, chap. xxxviii. sect. 31.

Sect. 2. The Sub-Committees shall have the custody and management of the school-houses, and the property in and about the same belonging to the town in their respective Districts, subject to the control of the Board; shall purchase all fuel and other articles necessary to a proper care of the school-houses; shall notify the Board of any repairs or alterations that may be necessary; and shall superintend such repairs and alterations as shall be authorized by the Board. They shall especially interest themselves in the welfare of the schools in their respective districts; co-operate with the Superintendent in classifying the pupils; advise instructors in any emergency in the absence of the Superintendent; and report all matters of importance to the Board. They shall approve all bills for teachers' salaries in their respective Districts, and present all other bills for approval to the Board; keep accurate accounts of all expenses incurred in carrying out the provisions of

this section, and report the same to the Board at the regular meeeting in March annually, with estimates for probable repairs, alterations, and other expenditures for the ensuing year.

CHAPTER V. — Duties of Secretary.

Sect. 1. The Secretary shall keep a permanent record-book, in which shall be recorded the proceedings of the Board, all business transacted, and all votes and orders adopted, and shall keep a list of all bills approved by the Board. He shall have charge of all documents, papers, and files of the Board.

Sect. 2. He shall prepare the annual returns required by law, and transmit them to the Secretary of State.

Sect. 3. He shall notify all meetings of the Board; inform teachers of their election, and transmit to members of the Board, Committees, teachers, or other persons to whom they properly belong, copies of votes, resolutions, or documents. He shall also transmit to the Chairman of the Selectmen, immediately after their passage, attested copies of all votes of the Board establishing or altering salaries, and shall perform such other duties as the School Committee may prescribe.

Sect. 4. If the term of office of the Secretary, as a member of this Board, shall expire with the year, the Board, at its last meeting, shall appoint a Secretary *pro tem.*, who shall notify the remaining members and those newly elected of the first meeting for the new year.

CHAPTER VI. — Election of Teachers.

Sect. 1. The annual election of teachers shall be held at the regular meeting in March, and shall be made by ballot, and the votes of two-thirds of the members present shall be necessary to an election.

Sect. 2. All examinations and elections of teachers, except the annual election, shall be made at such time or times as the

Board may determine; and notice thereof shall be given, and applications received, in such manner as the Board may direct.

SECT. 3. No teacher shall be removed from office except at a meeting of the Board called for that purpose.

CHAPTER VII. — DUTIES OF THE SUPERINTENDENT.

SECT. 1. Whenever the town shall require the Committee to choose a Superintendent of Public Schools, he shall be elected by ballot, at the meeting of the Board in April, for the next ensuing school year.

SECT. 2. He shall devote himself to the study of the Public School system, and keep himself acquainted with the progress of instruction and discipline in other places, in order to suggest appropriate means for the advancement of the public schools in this town, and see that the regulations of the Board in regard to these schools are carried into full effect.

SECT. 3. He shall visit each school once a month, in accordance with the statutes of the Commonwealth, for the purpose of satisfying himself as to the condition of the schools, the fidelity of the teachers, the course of instruction pursued, the discipline preserved, the proficiency of the scholars, and generally concerning the welfare of the schools. He shall co-operate with the Committee in the examination of all the schools at the close of the fall and winter terms.

SECT. 4. He shall arbitrate in case of any difficulty between instructors, or between instructors and parents, though the parties may appeal to the Board if they desire to do so. He shall advise the teachers on the best methods of instruction and discipline; and to promote this object he may hold occasional meetings of the teachers, and is authorized to dismiss the schools one half day, semi-annually, for this purpose.

SECT. 5. He shall make investigation as to the number and the condition of the children of the town who are not attending the public schools, and shall endeavor to ascertain the reasons, and suggest and apply the remedies.

Sect. 6. He shall attend the meetings of the Board, and make a verbal report at each regular meeting, or oftener, if required; and at the regular meeting in December and March, a detailed report in writing, giving an account of the schools he has visited and the other duties he has performed, together with such facts and suggestions relating to the condition of the schools and the increase of their usefulness and efficiency as he may deem advisable; and these reports shall be referred to a special committee of the Board, appointed at the meeting in March, who shall make from them such selections, and shall add thereto such suggestions and remarks as they may deem expedient. When accepted by the Board, the report of this special committee shall be printed as the Annual Report of the School Committee. He shall perform such other duties as the School Committee shall prescribe, or from time to time direct.

CHAPTER VIII. — General Regulations of the Schools. Duties of Teachers.

Sect. 1. All teachers in the public schools are required to make themselves familiar with these Regulations; and the least violation of any one of them shall be considered a fair ground of complaint against any teacher.

Sect. 2. The morning exercises of all the schools shall commence with reading the Bible; and it is recommended that the reading be followed by prayer.

Sect. 3. The teachers shall devote themselves earnestly and exclusively to the duties of the school-room during the school term and school hours established by the Committee, and no absence shall be allowable, except for sickness, without permission obtained from the Sub-Committee, and previous notice to the Superintendent.

Sect. 4. When a teacher is absent on account of sickness for more than one day, the bill shall not be allowed for the time of absence, except by a special vote of the Board.

Sect. 5. Teachers shall have the privilege of taking one day in each term to visit other schools.

Sect. 6. It shall be the duty of the teachers to see that the fires are made in time to warm their respective school-rooms before the hour appointed for opening their schools; and also that the school-rooms, entries, and out-houses are kept in a neat condition.

Sect. 7. Teachers shall aim at such discipline in their schools as would be exercised by a kind and judicious parent in his family, and shall avoid corporal punishment in all cases where good order can be preserved by milder measures. And it shall be the duty of the several teachers to keep a record of all instances of inflicting corporal punishment, which they shall exhibit to the Superintendent at each monthly visitation, when said record shall be erased.

Sect. 8. It shall be the duty of all the teachers to give vigilant attention to the ventilation and temperature of their respective school rooms. A regular system of ventilation shall be practised, in winter as well as in summer; and the temperature of the rooms shall be kept as nearly as possible at 66 deg. Fahrenheit.

Sect. 9. The teachers shall carefully observe and follow that requirement of the State Laws, which enjoins it upon "all instructors of youth to exert their best endeavors to impress on the minds of children and youth committed to their care and instruction, the principles of piety and justice, and a sacred regard to truth; love of their country, humanity, and universal benevolence; sobriety, industry, and frugality; chastity, moderation, and temperance, and those other virtues which are the ornament of human society, and the basis upon which a republican constitution is founded; and it shall be the duty of such instructors to endeavor to lead their pupils, as their ages and capacities will admit, into a clear understanding of the tendency of the above-mentioned virtues to preserve and perfect a republican constitution, and secure the blessings of liberty, as well as to promote their future happiness; and also to point out to them the evil tendency of the opposite vices."

Sect. 10. It shall be the duty of the several teachers to exercise, so far as practicable, a general inspection over their pupils while going to school and returning home; and the

principals of the several grammar schools shall, in addition to their present powers, have jurisdiction over all the scholars belonging to their several buildings, so far as the preservation of order and good conduct in and about the school-house is concerned.

Sect. 11. Any teacher may exclude from school for the time being, any pupil who shall exhibit habitual disobedience to the rules of the school, or who shall be known to be guilty of habitual immoralities, or habitual rudeness, or impropriety of manners; and the teacher shall immediately inform the parent or guardian of the child of such exclusion, and shall apply to the Superintendent for advice and direction. The Superintendent may prescribe any temporary exclusion which may be desirable, and such scholar shall be admitted to no other school without the vote of the Board, and the Superintendent shall report all such cases at the meeting of the Board next following the expulsion; and no permanent expulsion shall be made except by the Board.

Sect. 12. The teachers of all the schools shall be required to fill up with accuracy the blanks prepared for school returns, and to hand the same to the Superintendent, duly signed, at the close of each term; and accompany them with such suggestions in writing as may seem to deserve the attention of the Committee, and to be for the welfare of their schools.

Sect. 13. The doors of the several school-houses and school-rooms shall be opened, and the teachers shall be present for the reception of the scholars, at least fifteen minutes before the time fixed for the schools to begin. The teachers shall require the scholars to be in their seats, and shall commence and close the exercises of the schools punctually at the prescribed hours.

Sect. 14. No teacher shall make any purchase at the expense of the town, without first obtaining the consent of the Sub-Committee.

CHAPTER IX. — Duties of Pupils.

Sect. 1. No pupil or other person shall cut, deface, defile, or otherwise injure the school buildings or furniture thereof, or

the fences, trees, shrubbery, or any other property thereto belonging; and any pupil or other person suspected of being guilty of such an offence shall be reported forthwith by the teacher to the Sub-Committee.

Sect. 2. No child who comes to school without proper attention having been given to the cleanliness of his person and of his dress, or whose clothes have not been properly repaired, shall be permitted to remain in school, but shall be sent home to be prepared for school in a proper manner.

Sect. 3. Tardiness shall be subject to such penalty as in each case the teacher may think proper. Pupils absent from school must, on returning, bring an excuse for such absence; and any pupil absent for more than four days in any month, for any cause other than sickness or family bereavement, shall be reported to the Superintendent at the next monthly visitation, and no pupils so reported shall be allowed to remain in the school unless by the consent of the Superintendent, from whose decision parties may appeal to the Board. Every pupil, wishing on any day to be dismissed before the close of the session, must assign satisfactory reasons therefor, and obtain the consent of the teacher. Teachers having charge of pupils who are habitually truant, shall, with the approval of the Superintendent, report their names, residences, and the names of their parents or guardians, to the truant officers of the town.

Sect. 4. Children not less than five years of age, may be admitted into the Primary Department without an examination.

Sect. 5. No pupil shall be admitted into any school without first exhibiting to the teacher satisfactory evidence of vaccination; but such evidence shall not be required of pupils who go from one public school in the town to another.

Sect. 6. Every scholar in the Primary Schools shall be provided with a slate, and shall employ the time not otherwise occupied, in drawing, printing, or writing.

Sect. 7. The school year shall begin on the first Monday in April, and end on the day next preceding the first Monday in April following. It shall consist of three terms; the first term to begin on the third Monday in April; the second term to begin

on the Monday after the close of the summer vacation ; and the third term to begin on the first Monday after Thanksgiving.

SECT. 8. The several schools shall commence at 9 o'clock A. M. and 1½ P. M., from April to September; and at 9 o'clock A. M. and 1 P. M., from September to April; provided, however, that other hours may be substituted by the respective Sub-Committees when the convenience of pupils and parents may render it expedient, subject to the approval of the board. These hours shall not be altered without permission of the Sub-Committees.

SECT. 9. There shall be a recess of fifteen minutes in length during each half-day ; and every pupil shall be allowed his full recess; although he may, for punishment, not be permitted to take it at the regular time with the school ; and in addition to the usual recesses, there shall be, in the Primary Schools of the lowest grade, two intermissions of study, of five minutes each, in each half-day ; the first intermission to take place midway between the opening of school and the recess ; and the second intermission midway between the recess and the close of the session.

CHAPTER X. — VACATIONS AND HOLIDAYS.

SECT. 1. There shall be the following holidays and vacations :

Every Saturday ; Washington's Birthday ; Fast Day ; the Fourth of July ; the six weeks immediately preceding the first Monday in September ; Thanksgiving week ; Christmas Day ; and the five weeks immediately preceding the third Monday in April ; and the Chairman of the Board is authorized to suspend the schools on such *public occasions* as he may think proper, not exceeding three days in the year. No other holidays shall be allowed, except by special vote of the Board ; and no school shall be suspended on any other occasion, except for special and important reasons relating to a particular school, and then only by express permission of the Sub-Committee.

CHAPTER XI. — Miscellaneous.

Sect. 1. No subscription or contribution, for any purpose whatever, shall be introduced into any public school. No person shall read to the pupils in any school, or post upon the walls of any school building, or fences of the same, any advertisement. Nor shall any agent or other person be permitted to enter any school for the purpose of exhibiting either to teacher or pupil, any new book or article of apparatus.

Sect. 2. The school-houses shall not be opened or used for any other purpose than the regular instruction of the public schools, except under the direction of the Sub-Committees respectively.

Sect. 3. The text books used and the studies pursued in all the public schools shall be such and such only as may be authorized by the Board. The several teachers shall be at liberty to avail themselves of such books as they may deem useful for the purpose of illustration and example; but the pupils shall not be required to furnish themselves with any but the prescribed text-books. It shall be the duty of the teachers to keep a list of all the books supplied to the pupils by the town, and to take charge of all such books when such pupils shall leave the school, and to furnish the books again, upon the order of the Committee, to any other pupils needing them.

Sect. 4. Written Compositions shall be required of all the pupils in the High and Grammar Schools.

Sect. 5. Declamations shall be required of all the boys in the High and Grammar Schools.

Sect. 6. Singing and Gymnastics shall be practised daily in all the schools.

CHAPTER XII. — High School.

Sect. 1. The examination of candidates for admission to the High School, to be conducted by the Board, shall take place in the last week of the Spring vacation, and at such other time as the Board may order.

Sect. 2. The Principal of each Grammar School or Mixed School shall notify those members of his own first class to whom he can give a certificate of good moral character and presumed literary qualifications, to appear at the High-School room on the day appointed, when they shall present their certificates to the Chairman of the Board. No books, manuals, private explanations, or communication by one pupil to another will be allowed.

Sect. 3. Candidates shall be examined in all the studies pursued in the Grammar Schools of the Town.

Sect. 4. Special applicants may be admitted if they are found qualified in the studies required for admission, and also in the studies of the classes they propose to join.

Sect. 5. Any pupils who through neglect or idleness shall render, in the course of three months, less than seventy-five per cent. of perfect lessons upon the whole number of lessons required, shall be reported to the Superintendent.

Sect. 6. Every pupil who shall have completed the prescribed course of study in this school shall receive a diploma.

Sect. 7. All the Regulations of Chapters VIII., IX., X., and XI., excepting sections 4 and 6, Chapter IX., shall apply to the High School.

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